

# Google Reader

## Getting Started

1. Go to [www.google.com](http://www.google.com)
2. Sign in using your Google Account information.
3. Choose More and in the dropdown list choose reader

Now you are ready to add some subscriptions

## Adding Subscriptions

1. Go to one of your favorite blogs. If you can't think of one go to <http://www.diigo.com/user/karensipe> this should take you to my diigo library where you can select the RSS icon to add my library of resources to your reader.
2. Once you open your link look for the "RSS" or "Subscribe" button. Depending on what browser you are using, use one of the following options:
  - a. If you see a page with an image that prompts you with a button to Add to Google Reader, click this button.
  - b. If you see a page that gives you a list of buttons look for one that prompts add to Google.
  - c. If you see a page or text or code, do the following:
    - i. Copy the URL in the address window.
    - ii. Go to [www.google.com](http://www.google.com) to More and choose reader (make sure you are logged in to Google).
    - iii. In Google Reader, click the "add subscription" or it may be just a "subscribe" button in the upper-left corner. Click on the button
    - iv. Paste the URL into the provided window.
3. Repeat steps 1 and 2 for each subscription you want to add

To locate more blogs to add to your reader here are some blog search tools:

**Google Blog Search** – <http://blogsearch.google.com/> Browse blogs by category, or search for blogs of interest.

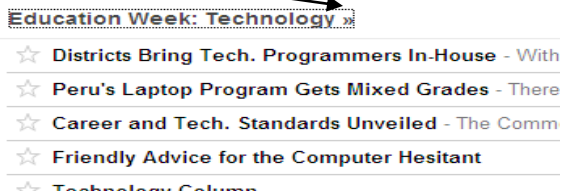
**Technorati** – <http://technorati.com> Search for blogs by keyword, or browse the lists of new popular, and favorite blogs (Click on the blog directory to see the categories of blogs available.)

**The Edublog Awards** - <http://edublogawards.com> Browse lists of the best educational blogs. (There is a lot to choose from in a variety of educational categories.)

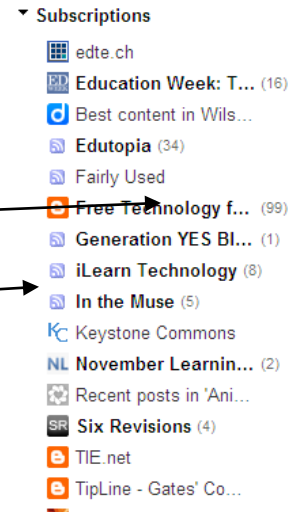
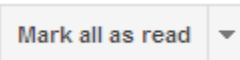
Remember to add blogs you like to your Google Reader.

## Reading New Posts

1. Go to Google to your reader.
2. Once in your reader look to the left side of the screen. You will see a number in parenthesis to show you how many new posts there are.
3. Click the title of one of your subscriptions to view the new information.
4. Scroll through the items and read them inside Google Reader, or click the double arrow to open the original website.

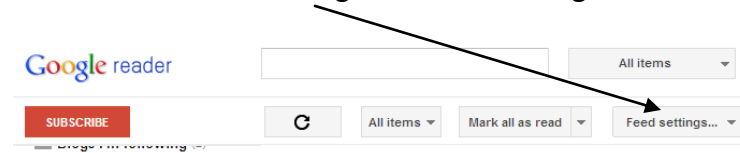


5. As you scroll through the items, they will be marked as read. You can also click the "Mark all as read" button if you want to show them all as being read.



## Organizing Subscriptions with Folders

1. Go to [www.google.com/](http://www.google.com/), log in and go to more and reader
2. Click the "Feed Settings" found to the right of subscribe.



3. Left Click Feed Setting and in the drop down look for and click on new folder.
4. Key in the name of the folder.
5. The new folder will appear in the left column where all your subscriptions are listed.
6. To add a subscription to the folder left click on the dropdown arrow to the right of any subscription and choose the folder name you created (it should now be a part of the dropdown list). The subscription will then move to that folder. Adding and organizing folders makes your reader look more organized and less overwhelming. It also allows you to go to specific topic areas to check out the newest information.
7. To create more folders and add subscriptions to them just repeat the steps above.

## Organizing Subscriptions with Tags

Another way to organize your subscriptions is to add tags. Tags are key words or labels you attach to an item. You can then use them to search for items with the same tags.

1. Go to [www.google.com](http://www.google.com)
2. Open one of your subscriptions.
3. Select an item from the open subscription and click on the title of it.
4. Once it opens you will see at the bottom of this selected item the option to edit tags(if there are already some tags assigned to this item) or add tags (if there are none currently attached to this item).
5. Click on add tags (or edit tags) and key in words that you would like to use to organized (or categorize) it by.
6. You will then see the tags appear to the left where your folders and other tags may already be showing or will show once you create some.

### Starred Items

Starred items are posts that you really like and that you will want to easily return to again. You can “star” the posts for ease of access at a future date.

1. Go to [www.google.com](http://www.google.com)
2. Click on one of your subscriptions and then choose an entry (article) that you really like.
3. Click the star at the left of the title.
4. To view your “favorite” items, click the “starred items” link at the left side of the screen.

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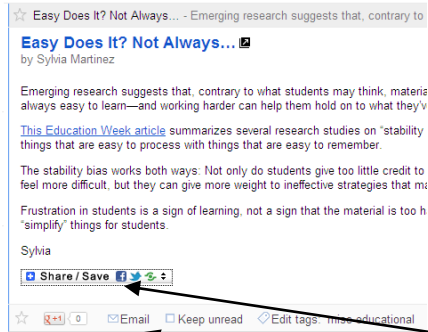
### Removing Subscriptions

1. Go to [www.google.com](http://www.google.com)
2. Click on the drop down arrow to the right of the subscription title you want to remove.
3. From the drop down list click on unsubscribe.

### Marking Items to Share

1. Go to [www.google.com](http://www.google.com)

2. Find an item you want to share from one of your subscriptions.



3. When you click on it you will see the Share/Save option which will let you share this item using variety of tools (you may need to have accounts with most of these tools, but most are free to join). You can also email this if you click on the email option at the bottom of the opened item.

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